CPT and MUS 459

TOWN HALL MEETING, SEPTEMBER 9, 2016
What is CPT?

**Curricular Practical Training**

- It allows students on F-1 visas to take off-campus employment, if the employment is directly related to a student's major field of study and an integral or important part of the program of study.

- Because this sort of training is not required for a graduate music degree, a student holding CPT **must** register for a class with a formal work component: in our case this is MUS 459 (Music Internship).

- CPT is authorized by ISSS upon receipt of the correct application materials.
Who is eligible?

- F-1 students who have completed one full academic year of full time study immediately prior to the semester of their requested CPT work authorization.
How does it work?

- Academic Affairs handles the CPT paperwork in association with the instructor for MUS 459 (Dr. Sennet) and ISSS.

- There is paperwork for both CPT and MUS 459, which must be correctly filed.

- MUS 459 is a 0 credit class. Students are awarded a S or U grade, depending on satisfactory completion of the job, and on submission of satisfactory evaluation reports at the end of the semester.
Sequence of events

- Before applying for CPT, you must complete the MUS 459 “Permission to Enroll” form and get Dr. Sennet’s approval.

- You need to submit one MUS 459 form for EVERY JOB.

- CPT is granted PER JOB, so you fill out one CPT form for EVERY JOB too.
University of Illinois School of Music

MUS 459 Professional Internship Request
Semester Job # ___________ [office use only]

(circle one)
Student’s Name: ____________________________ Fall / Spring / Summer 20___
Student’s UIN: ________________ Student’s Email ____________________________
Degree Level: ___ Concentration/major: ____________________________
Credit Requested: ___ credit hours (0 credits, without approval from UG or Grad Comm.)

Description of Internship (1. explain what you will be doing & what the job entails; 2. give your start and end dates):


Documentation of Internship:
[ x ] Supervisor’s Report Form (required)
[ x ] Student Evaluation Form (required)
[ ] Other ________________________________
Supervisor’s Name & Phone Number: _______________________
Supervisor’s Job Title: ________________________ Email: ________________________
List proposed time, date, and location for ongoing Student/Supervisor meetings:

Student Signature       Date       Print Name

Supervisor’s Signature       Date       Print Name
* By signing here, I undertake to provide the School of Music with the Supervisor’s Report at the end of the semester.

Faculty Advisor’s Signature       Date       Print Name

Office Use Only: _______________________       ____/____/20____
Instructor of Record Signature      Date of Approval

Print Name
Graduate resources – forms and info

http://publish.illinois.edu/music-resources/professional-internship-mus-459/
For Each JOB you have, you will fill out a student evaluation

For each JOB you have, we require a supervisor’s evaluation

All this paperwork must be complete if you are to be assigned a S grade!

If you have an all-year job, you will enroll in MUS 459 each semester!

If your job goes beyond the last day of the spring term, you are required to register in MUS 459 for the summer term!